



**Commonwealth of Massachusetts
Division of Occupational Licensure
Board of Registration in Veterinary Medicine**

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**VETERINARY MEDICINE LICENSE
APPLICATION INFORMATION & INSTRUCTIONS**

TYPES OF LICENSES ISSUED

The Massachusetts Board of Registration in Veterinary Medicine currently issues three (3) types of licenses to individuals seeking to practice veterinary medicine in Massachusetts:

- Veterinary Medicine
- Veterinary Medicine - Limited Practitioner
- Veterinary Medicine - Tufts Practitioner

SUMMARY OF THE REQUIREMENTS FOR LICENSURE

Veterinary Medicine License Requirements

Individuals holding this type of license may practice veterinary medicine anywhere in Massachusetts. In general, applicants must meet the following requirements:

- Graduate, or be within 210 days of graduation, from an American Veterinary Medical Association (AVMA) accredited veterinary school.
- Obtain a passing score on the North American Veterinary Licensing Examination (NAVLE).
- Obtain a passing score on the Massachusetts Jurisprudence Examination.
- Complete the Board's online application.
- Pay an application and license fee.
- If requested, appear before the Board for an oral examination or interview.

Please note that applicants who are graduates of a non-AVMA accredited veterinary school must meet the above-listed requirements, but must also complete the following requirements:

- Provide confirmation of a degree from a veterinary school; candidates receiving a degree from a foreign veterinary school must provide an original copy of the transcripts as well as an official, notarized English translation of the transcript (if not taught in English).
- Provide proof of enrollment in the Educational Commission for Foreign Veterinary Graduates (ECFVG) or the Program for the Assessment of Veterinary Education Equivalence (PAVE). Applicants must be enrolled in either program at time of application and provide proof of completion of the program before a license will be issued.

Veterinary Medicine - Limited Practitioner License Requirements

Individuals holding this type of license are limited to practicing veterinary medicine in the context of their Board certified specialty, but may do so anywhere in Massachusetts. In general, applicants must meet the following requirements:

- Graduate from an AVMA accredited veterinary school.
- Provide documentation of an AVMA Board Certification and a current CV/resume.
- Obtain a passing score on the Massachusetts Jurisprudence Examination.
- Complete the Board's online application.
- Pay an application and license fee.
- If requested, appear before the Board for an oral examination or interview.

Veterinary Medicine - Tufts Practitioner License Requirements

This license is for applicants who plan to practice under the supervision of the Cummings School of Veterinary Medicine at Tufts University. It is available to applicants working at or completing a fellowship or residency program at Tufts University. For information on applying for this license, please contact Tufts University.

EXAMINATION INFORMATION

Registering for the North American Veterinary Licensing Exam (NAVLE)

Individuals applying for a full veterinary medicine must successfully complete the North American Veterinary Licensing Exam (NAVLE) administered by the International Council for Veterinary Assessment (ICVA), and must also complete the Board's Jurisprudence Examination. All examination candidates must have either graduated OR be within 210 days of graduation on the date of the examination.

The NAVLE is administered during specific windows in the spring and winter. Candidates wishing to sit for the NAVLE must register with the ICVA and submit a completed license application to the Board. Please visit www.icva.net for specifics on ICVA's application process and deadlines for the NAVLE. Please be aware that NAVLE examination fees are paid directly to ICVA and are separate from and in addition to the fees required to be submitted with the Board's license application.

Important Notice to applicants for the North American Veterinary Licensing Examination (NAVLE).

The Massachusetts Board of Registration in Veterinary Medicine (Board) generally requires all completed applications for the NAVLE to be received one month earlier than deadlines set by the NAVLE administrator, the International Council for Veterinary Assessment (ICVA).

For the November/December testing window, completed applications should be received by the Board office by **July 1**. Completed applications received after this date but prior to ICVA's August 1, deadline are being processed, but entrance into the November/December testing window **cannot** be guaranteed. Please note that the following testing window will be in **April**. Applicants for that testing window should send their completed applications to the Board by **January 1**. Finally, note that extensions cannot be granted for applications received by the Board that are incomplete.

In order to be eligible to register for and take the NAVLE through Massachusetts, all applicants must submit a complete application to the Board, which includes either:

- A final transcript showing degree conferral from an AVMA-accredited veterinary school, OR
- A completed, signed copy of the Board's Certificate by Dean or Registrar form, which attests that the applications has met all of the requirements for graduation or will graduate no later than two hundred and ten (210) calendar days after your examination date. *(Please Note: Applicants who sit for the examination prior to graduation will be required to submit an official transcript AFTER graduation in order to complete their application and be issued a license.)*

Applicants will be informed of their national examination results by ICVA approximately six (6) to eight (8) weeks following the closing of each testing. Once scores have been released by ICVA, applicants seeking to retest must contact both the ICVA and Board. Those who pass must have their school submit a final official transcript inclusive of your degree conferral date in the spring.

Applicants Who Have Already Passed the NAVLE

Applicants who have already successfully completed the NAVLE must have a score report forwarded to the Board. Score transfer requests are processed by the Veterinary Information Verifying Agency (VIVA) of the American Association of Veterinary State Boards (AAVSB). A score transfer request can be processed online through VIVA's [website](#).

Reciprocal Licensure Applicants Seeking to Use NBE & CCT Scores

Applicants for Reciprocal Licensure may meet the national examination requirement by submitting proof of passage of either the NBE or the CCT, if they were licensed prior to 1992. The passing score for both exams in Massachusetts is seventy five (75).

Examination Information for Limited License Applicants (Board Certified Veterinarians)

The national examination requirement may be waived for Veterinary Medicine – Limited License applicants who are an AVMA board-certified in a specialty. If such a waiver is granted, the Board will restrict the licensee's veterinary practice to his/her board specialty. Limited License applicants are required to complete all portions of the application, including the submission of professional references and passage of the Jurisprudence Examination. In addition, a current resume or curriculum vitae and a copy of your board specialty certificate must be submitted with your application. An interview with the Board may also be required.

Board Jurisprudence Examination

All applicants are required to complete and pass the Board's Jurisprudence Examination. The Jurisprudence Examination is a twenty (20) question, multiple choice, open book exam intended to familiar applicants with the Board's statutes, regulations, and policies governing the practice of veterinary medicine in Massachusetts. A completed Jurisprudence Examination must be uploaded with the rest of your supporting documents at the end of the online application process.

To request a copy of the Jurisprudence Examination, please e-mail the Board at VetMedBoard@mass.gov and request a copy. Please note that the Jurisprudence Examination will be scored upon receipt of your

application. Applicants will not be notified of their score unless they have failed the examination, which is graded on a pass-fail basis.

Examination Requirements for Graduates of non-AVMA Accredited Veterinary Schools

Graduates of non-AVMA accredited veterinary school must enroll in either the Educational Commission for Foreign Veterinary Graduates (ECFVG) or the Program for the Assessment of Veterinary Education Equivalence (PAVE) before submitting an application to the Board. Proof of enrollment in either program is required prior to sitting for the NAVLE.

For more information on this process, please see the section of this document titled “Information for Graduates of Non-AVMA Accredited Veterinary Schools.”

RECIPROCAL LICENSE APPLICANTS

Individuals who have been licensed as a veterinarian in another state for more than five (5) years may apply for licensure in Massachusetts via reciprocity. Reciprocity applicants are required to complete all portions of the application, but are not required to submit a copy of their transcript. Applicants must also provide certified letter of licensure status from all states or jurisdictions in which the applicant is currently, or has previously been, licensed.

Applicants must also arrange for an official score report to be sent to the Board from must be received from the Veterinary Information Verifying Agency (VIVA) of the American Association of Veterinary State Boards (AAVSB). A score transfer request can be processed online through VIVA's [website](#).

INFORMATION FOR GRADUATES OF NON-AVMA ACCREDITED VETERINARY SCHOOLS

The Board permits graduates of non-AVMA accredited programs to apply for licensure in Massachusetts and sit for the NAVLE and Jurisprudence Examination, by submitting the following:

- A complete license application.
- Confirmation of degree from veterinary school. Candidates receiving a degree from a foreign veterinary school must have transcripts translated into English and notarized prior to submitting them as evidence of graduation.
- Proof of enrollment in the ECFVG or PAVE certification program.

Please be aware that following passage of the NAVLE, licensure will not be granted until official documentation of the completion of either the ECFVG or PAVE certification program is received by the Board office.

Information on the ECFVG certification program can be obtained online at www.avma.org/ecfvg , and information on the PAVE program can be obtained online at www.aavsb.org/PAVE .

TEMPORARY PERMITS (FOR GRADUATES OF NON-AVMA ACCREDITED VETERINARY SCHOOLS ONLY)

An applicant who is a graduate of a non-AVMA accredited veterinary school who has met all requirements for licensure but has not yet completed either the ECFVG or PAVE programs, may apply for a temporary permit to practice veterinary medicine in the Commonwealth. Temporary permits are issued for a period of six (6) months, with the possibility of one six (6) month renewal. A candidate to whom the Board issues a temporary permit may only practice under the direct supervision of a Massachusetts licensed veterinarian.

To be eligible for a six month temporary permit, a candidate must have passed both the NAVLE and the Board's Jurisprudence Examination, and must be within six months of completing either the ECFVG or PAVE. A Board interview with the applicant and his/her supervisor is required, and will be scheduled following an initial review of all application materials by the Board. Applicants seeking a temporary permit must submit a separate Temporary Permit application with their application materials.

PROFESSIONAL AND ETHICAL REFERENCE FORMS

The Professional and Ethical Reference form must be completed by a currently licensed veterinarian who are familiar with your veterinary skills, as well as your professional and ethical conduct. The recommending veterinarian does not need to be licensed in Massachusetts. All applicants are required to submit two (2) Professional and Ethical References.

The form must be completed, signed by the recommending veterinarian, and notarized. The completed forms must then be uploaded with the rest of your application materials.

APPLICATION FEE

The total fee to apply for a license is \$343.00. This includes an application processing fee (\$117.00), a Jurisprudence Examination fee (\$155.00), and an initial license fee (\$71.00). Please note that all fees are non-refundable and are payable by credit card, debit card, or bank account. Please note that a convenience fee may be assessed for all online credit card transactions.

HOW TO APPLY

Effective March 2018, all applicants are required to submit an application online through the Division of Professional Licensure's ePLACE Portal. Prior to creating an account on ePLACE and beginning the application process, all applicants should review this document thoroughly to ensure they are able to submit a completed application.

A completed application—defined as an application submitted with all required information and supporting documentation. If any required information or supporting documents are missing, the Board staff will contact you via e-mail and notify you of the deficiency.

Please note that incomplete applications will not be reviewed and will be deemed abandoned after one (1) year from the date of submission, if no action is taken to rectify the deficiency.

REQUIRED DOCUMENTS

Prior to submitting your application, please review the applicable list(s) below to ensure that you have all required supporting documents:

NAVLE Applicants - Required Documents

- A signed and notarized Criminal Offender Record Information (CORI) Acknowledgment form
- Two (2) signed, and notarized Professional and Ethical Reference forms.
- A recent color passport style photograph
- A completed Board Jurisprudence Examination.
- A signed, notarized copy of the Board's Certificate by Dean or Registrar.
- If applicable, proof of enrollment in either the ECFVG or PAVE programs (graduates of non-AVMA accredited schools only).
- If applicable, certified copies of official court records showing the disposition of any convictions against the applicant, and a written explanation of the underlying incident(s) and circumstances.

Applicants Who Have Passed a National Exam (not yet licensed) - Required Documents

- A signed and notarized Criminal Offender Record Information (CORI) Acknowledgment form
- Two (2) signed, and notarized Professional and Ethical Reference forms.
- A recent color passport style photograph
- A completed Board Jurisprudence Examination.
- An Official copy of your transcript issued to the board by your veterinary school, showing degree conferral
- A signed, notarized copy of the Board's Certificate by Dean or Registrar.
- If applicable, proof of enrollment and/or completion in either the ECFVG or PAVE programs (graduates of non-AVMA accredited schools only).
- If applicable, a certified copy of any disciplinary document issued in connection with disciplinary action issued against your license in another jurisdiction OR certified copies of official court records showing the disposition of any convictions against the applicant, and a written explanation of the underlying incident(s) and circumstances

Reciprocal Applicants - Required Documents

- A signed and notarized Criminal Offender Record Information (CORI) Acknowledgment form.
- Two (2) signed and notarized Professional and Ethical Reference forms.
- A recent color passport style photograph
- A completed Board Jurisprudence Examination.
- An Official copy of your transcript issued to the board by your veterinary school, showing degree conferral (*if licensed less than 5 years*)
- A certified letter of licensure status from all states or jurisdiction(s) in which currently the applicant is currently licensed, or has previously been licensed.
- If applicable, a certified copy of any disciplinary document issued in connection with disciplinary action issued against your license in another jurisdiction OR certified copies of official court records showing the disposition of any convictions against the applicant, and a written explanation of the underlying incident(s) and circumstances.

Limited Practitioner Applicants - Required Documents

- A signed and notarized Criminal Offender Record Information (CORI) Acknowledgment form
- Two (2) signed, and notarized Professional and Ethical Reference forms
- A recent color passport style photograph
- A completed Board Jurisprudence Examination.
- An Official copy of your transcript issued to the board by your veterinary school, showing degree conferral
- A certified letter of licensure status from all states or jurisdiction(s) in which currently the applicant is currently licensed, or has previously been licensed.
- Official copy of your AVMA Board Certification
- A current resume or curriculum vitae.
- If applicable, a certified copy of any disciplinary document issued in connection with disciplinary action issued against your license in another jurisdiction OR certified copies of official court records showing the disposition of any convictions against the applicant, and a written explanation of the underlying incident(s) and circumstances.

MORE INFORMATION

If you have any questions regarding this document, the requirements for licensure, or how to apply for a license, please contact the Board staff at 617-701-8723 or VetMedBoard@mass.gov